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******NOTE******   **This form needs to be modified to be of any use to DOA Sections.**

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Section: XXX (Xxxxxxxxxxxxx Xxxxxxxxxxxx)

Section Head: _____   Phone #:_____

Section Web Coordinator: _____   Phone #:_____

OIS Consultant: _____   Phone #:_____

Initial Description of Web Presence: (as of _____)

_____

_____

_____

Progress Tracking: **By* - Responsible Party**

Task	Planned Start	Planned Comp.	Actual Start	Actual Comp.	By*
Schedule planning meeting.					
Prep file (1st 3 items under working papers).					
Preliminary meeting with OIS Consultant.					
Document preliminary recommendations.					
Planning meeting with Section Head.					
Prep ~~and distribute~~ minutes from planning meeting.					
Notify section of InfoLa redesign dates.					
Meeting to discuss content changes.					
Section Web Coordinator training.					
Detailed analysis for redesign.					
Develop new/modified pages.					
Testing – OIS Consultant.					
Testing – DOA Web Coordinator.					

Task	Planned Start	Planned Comp.	Actual Start	Actual Comp.	By*
Testing/Review – Section Head.					
Document approvals.					
Implement changes and announce.					

Working Papers Filed:

❑ Section Summary Sheet   Date: _____

❑ Section Planning Meeting Agenda Date: _____

❑ Print of initial Web pages   Date: _____

❑ Preliminary Review Notes   Date: _____

❑ Section Planning Meeting Minutes Date: _____

❑ Copy of Standard Template   Date: _____

❑ Design/Redesign Document   Date: _____

❑ Design/Redesign Approval   Date: _____

❑ Test Plan   Date: _____

❑ Final Approval Document   Date: _____

❑ Implementation Announcement Bulletin Date: _____

Initial File Closed:

By: _____ Date: _____

XXX – Section Name
Website Structure Worksheet

Total Number of Web Pages:

Topics:

Topic	Format	Maintained At/Level	Accessible From/Level
CURRENT CONTENT			
POSSIBLE ADDITIONAL CONTENT			

Documents:

Document	Format	Maintained At/Level	Accessible From/Level
CURRENT CONTENT			
POSSIBLE ADDITIONAL CONTENT			

Functions:

Function/Process	Format	Maintained At/Level	Accessible From/Level
CURRENT CONTENT			
POSSIBLE ADDITIONAL CONTENT			

Miscellaneous Notes:

Basic Design Concepts	
Content:	
	Are headlines and subheads used to allow skimming to the desired information?
	Is there too much information on one page? Could pages be broken down easily into several topics, each with their own page?
	Are pages too broken up or containing too little information that could be effectively combined with another page?
	Is there a Submit button for electronic submission of forms?
Alignment:	
	Are strong alignments used?
	What kind?
	Are alignments consistent?
Proximity:	
	Are related elements are grouped closely together (i.e. captions close to pictures, subheadings close to the paragraphs)?
	Does the spatial arrangement create a visual hierarchy?
	Is there too much space between some elements (i.e. 2 returns between paragraphs)?
	Is there enough space between unrelated elements?
Repetition:	
	Are all the disparate parts of the site are tied together through repetition of common elements?
	What method(s) is(are) used? ❑ Graphics (i.e. sidebars, logos, etc.) ❑ Repetitive headline formats ❑ Consistent typeface and color ❑ Consistent layout format ❑ Repeated rule lines ❑ Consistent background ❑ Consistent alignment ❑ Repeated color throughout the page (i.e. sidebar and logo colors may be repeated in the headings and important words on the page)
Contrast:	
	What type(s) of contract is(are) used: ❑ Typeface

	❑ Color
	❑ Graphic signposts
	❑ Spatial arrangements
	Is the contrast strong enough to be effective?
	Is the use of contrast effective in context?
	❑ Does it interrupt the reading process?
	❑ Does the contrast create an effective hierarchy of importance?
Focal Point:	
	Is there a single focal point on the page that is created through contrast?
	Is the focal point large and significant enough to be obvious?
	Is the focal point effective (i.e. not meaningless) and on the right element?
Color:	
	Are browser-safe colors used?
Graphic Definitions:	
	Interface and Navigation
	Do you instantly understand what the web site is about, or what it's for?
	Do you know what to do when you get there?
	Are the links clear about where they will take you?
	Can you easily find your way back to the home page or to other sections?
	At least on the home page, does the entire page fit inside your window so you don't miss anything, so you don't have to scroll, so you see the entire design of the site in one screen?
	Is the text easy to read?
	Are the graphics easy to understand?
	Does the page make you nervous by having:
	❑ Too many links
	❑ Too many graphics
	❑ Too many moving parts that don't stop
	On a large site, is there an index that lets you see the structure of the entire site and find the page you want without having to search through every link

	Turn the graphics off. Can you still get around?
	Do the graphics complement the content and navigation by establishing an appropriate personality for the site? Or is the site personality-challenged?
	Does something about the site catch your attention and tempt you to explore further?
	Does the page look junky? If so, is it ❑ Because of thoughtless design ❑ Because of advertising placed on it

<table>
<tr><td colspan="2" align="center">Poor Design Elements to be Avoided</td></tr>
<tr><td colspan="2">Backgrounds:</td></tr>
<tr><td></td><td>Gray default background color</td></tr>
<tr><td></td><td>Color combinations of text and background that make the text hard to read</td></tr>
<tr><td></td><td>Busy, distracting backgrounds that make the text hard to read</td></tr>
<tr><td colspan="2">Text:</td></tr>
<tr><td></td><td>Text crowding against the left edge</td></tr>
<tr><td></td><td>Text that stretches all the way across the page</td></tr>
<tr><td></td><td>Centered type over flush left body copy</td></tr>
<tr><td></td><td>Paragraphs of type in all caps</td></tr>
<tr><td></td><td>Paragraphs of type in bold</td></tr>
<tr><td></td><td>Paragraphs of type in italic</td></tr>
<tr><td></td><td>Paragraphs of type in all caps, bold, and italic all at once</td></tr>
<tr><td colspan="2">Links:</td></tr>
<tr><td></td><td>Default blue links</td></tr>
<tr><td></td><td>Blue link borders around graphics</td></tr>
<tr><td></td><td>Links that are not clear about where they will take you</td></tr>
<tr><td></td><td>Links in body copy that distract readers and lead them off to remote, useless pages</td></tr>
<tr><td></td><td>Text links that are not underlined so you don't know it's a link</td></tr>
<tr><td></td><td>Dead links (links that don't work anymore)</td></tr>
<tr><td colspan="2">Graphics:</td></tr>
<tr><td></td><td>Large graphic files that take forever to download</td></tr>
<tr><td></td><td>Meaningless or useless graphic files</td></tr>
</table>

	Thumbnail images that are nearly as large as the full-sized images they link to
	Graphics with "halos" of icky stuff (called anti-aliasing "artifacts") around the edges
	Graphics with no alt labels
	Missing graphics, especially missing graphics with no alt labels
	Graphics that don't fit on the screen
Tables:	
	Borders turned on in tables
	Tables used as design elements, especially with extra large (dorky) borders
Blinking and Animations:	
	Anything that blinks, especially text
	Multiple things that blink
	Rainbow rules
	Rainbow rules that blink or animate
	"Under construction" signs, especially of little men working
	Animated "under construction" signs
	Animated pictures for e-mail
	Animations that never stop
	Multiple animations that never stop
Junk:	
	Counters on pages – who cares
	Junky advertising
	Having to scroll sideways
	Too may little pictures on the first page of awards that don't mean anything
Navigation:	
	Unclear navigation; overly complex navigation
	Complicated frames, too many frames, unnecessary scroll bars in frames
	Orphan pages (no links back to where they came from, no identification)
	Useless page titles that don't explain what the page is about
General Design:	
	Entry page or home page that does not fit within standard browser window (640 x 460 pixels)

	No focal point on the page
	Too many focal points on a page
	Navigation buttons as the only visual interest, especially when they're large (and dorky)
	Cluttered, not enough alignment
	Lack of contrast (in color, text, to create hierarchy of info, etc.)
	Pages that look okay in one browser but not in another

Good Design Elements
A lack of the elements that make bad web design, as listed above and:

Text:	
	Background does not interrupt the text
	Text is big enough to read, but not too big
	The hierarchy of information is perfectly clear
	Columns of text are narrower than in a book to make reading easier on the screen

Navigation:	
	Navigation buttons and bars are easy to understand and use
	Frames, if used, are not obtrusive
	A large site has an index or site map

Links:	
	Link colors coordinate with page colors
	Links are underlined so they are instantly clear to the visitor
	The links give the visitor a clue as to where they are, what page they are currently on

Graphics:	
	Buttons are not big and dorky
	Every graphic has an alt: label
	Every graphic link has a matching text link
	Graphics and backgrounds use browser-safe colors
	Animated graphics turn off by themselves

General Design:	
	Pages download quickly

	First page and home page fit into 640 x 460 space
	All other pages have the important stuff in 640 x 460
	Good use of graphic elements (photos, subheads, pull quotes) to break up large areas of text
	Every web page in the site looks like it belongs to the same site; there are repetitive elements that carry throughout the pages

❑

Test Plan

Coming soon…